

# United States District Court Western District of Kentucky



## Electronic Case Filing System *Requirements and Procedures for Use*

### Requirements

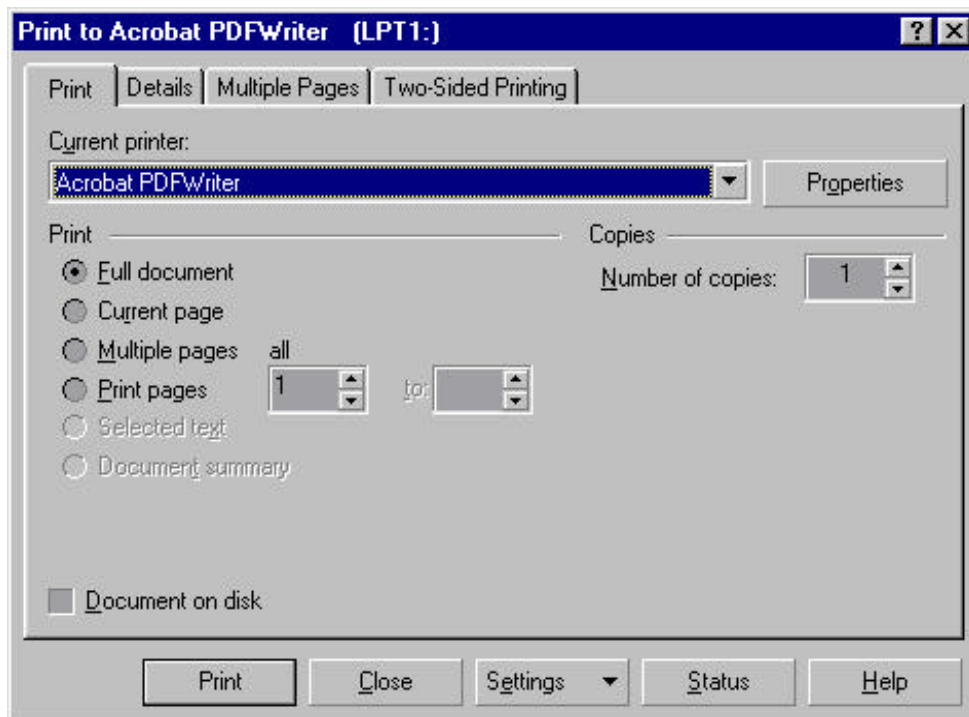
Before attempting to submit a document for filing through the Court's Electronic Case Filing System, the user must meet the following requirements :

- Possess a functioning computer system with Microsoft Windows95, '98, or NT, a word processing program (such as Corel/Novell WordPerfect or Microsoft Word), a web browser (minimum Netscape Navigator 3.02, Microsoft IE 4.0), and a connection to the internet through which the Court's web site (<http://www.kywd.uscourts.gov>) may be viewed.
- Purchase and install Adobe Systems' Acrobat Writer software package.
- Request an account (identification and password) with the Court for the Electronic Case Filing System.

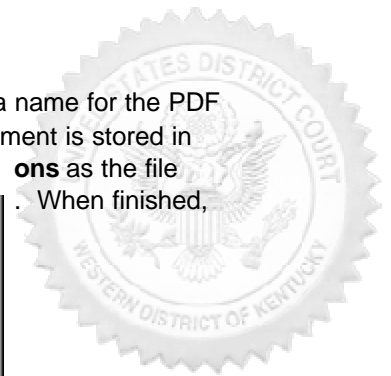
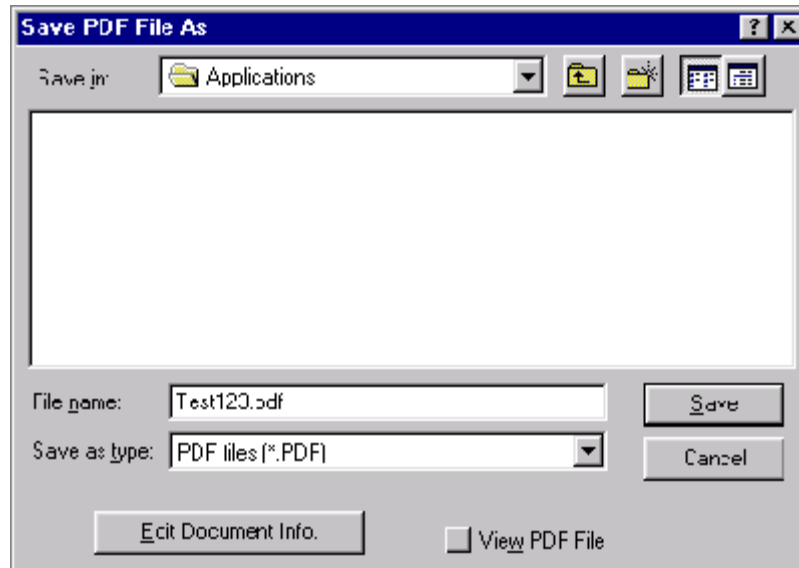
### Procedure for Use

**Document Preparation** (Images are from Corel WordPerfect 8.0. Screens are similar for most word processors.)

- In your word processing program, load the document to be transmitted.
- Change the printer selection to print the document to the Adobe PDFWriter, then click *Print*.




- In the “Save PDF File As” dialogue box that appears, choose a directory and enter a name for the PDF file. Note the name and location where the file is stored. In this example, the document is stored in **d:\Applications** as the file **Test123.pdf**. When finished, click OK.



#### Document Submission (Images are from Netscape Navigator 4.04. Screens are similar for most web browsers.)

- Open a web browser and direct it to the Court's web site (<http://www.kywd.uscourts.gov>) and click the *E-Filing* option in the menu on the left of the page.

- Enter your account identification and password when prompted and click *Validate*.  
**Note** : Both identification and password are case sensitive. Type them exactly as they appear on your account notification.



***Electronic Case Filing***

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**Welcome to the Electronic Case Filing System  
for the United States District Court - Western District of Kentucky**

Please enter authentication:

User ID:

Password:

- To submit a document, click the *Submit New Filing* button.

**Note** : At any time prior to the *Exit* button to terminate your Case Filing System.

or after submission, you may click session and exit the Electronic

***Electronic Case Filing***

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***User Options***

- Choose the which matches your (Currently limited to *Simple Responses*, and Replies)

appropriate submission type filing.  
*Documents* : Motions,


***Electronic Case Filing***

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***Submission Options***

(Motions, Responses, & Replies)

- In the *File Name* box, enter the complete file name ,including drive letter and directory path information. In this example, reference back to the file **D:\Applications\Test123.pdf** that was prepared earlier. This information can be entered directly through the keyboard, *(continued on next page)*



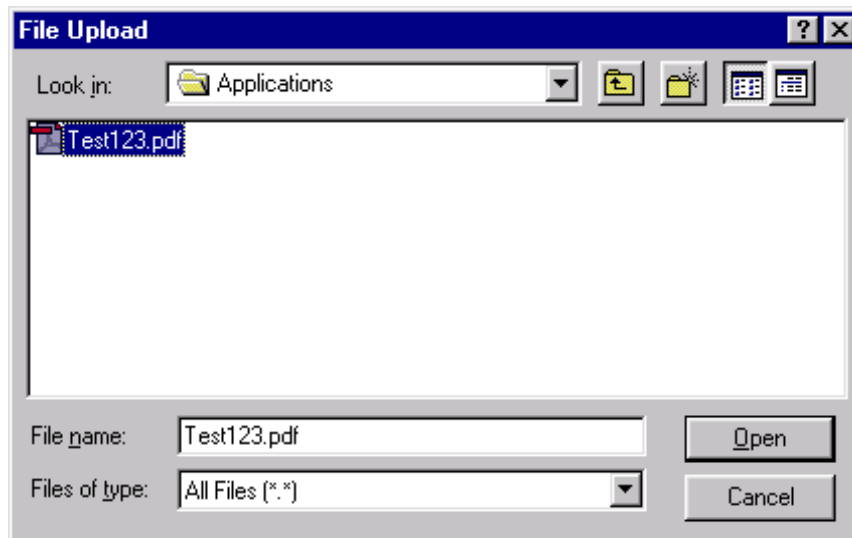
## Electronic Case Filing

### Simple Document Submission

File Name :

Associated Case Number :


or you may use the *Browse* button to locate the file using a pop-up file selection screen. Be sure to select the PDF file that was prepared **not** the original processing file.



PDF file that for submission, word

**Note :** When using the *Browse* option, be sure to change the “Show Files of Type” selection to “All” or “Acrobat (\*.pdf)” to see the appropriate files.

- Enter the Case Number in the appropriate field using the Court's Case Numbering notation standard.



***Electronic Case Filing***

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***Simple Document Submission***

File Name :

Associated Case Number

- Verify that all information entered is correct, then click the *Submit* button.

- Print the receipt page and store for your permanent record. Pursuant to L.R. 5.7, you will also need to keep the PDF file used for submission as well as a printed copy of the original word processing file.



**Electronic Case Filing**

United States District Court for the Western District of Kentucky  
*Jeffrey A. Apperson, Clerk*

**Filing Received**

Transmitted through account : **testECF1998**

Date Received : **08/02/2000**

Case Reference : **3:00CV-999-H**

**965220159114 : 00244 - 00011 - 338153 - 00022**

Please print and save this information.  
Thank you.

[Return to Menu](#)

[Exit System](#)

- If another filing is desired, click *Return*, otherwise *Exit*.

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF KENTUCKY**

**Electronic Filing Agreement**

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*Complete requested information in this Agreement, sign and date it, and mail or fax as indicated:*

Mail to: **Clerk of Court, U.S. District Court, 601 W. Broadway, Room 450  
Louisville, KY 40202**

Fax to: **502-625-3880**

**Attorney or litigant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

State Bar Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_

Fax Number (     ) \_\_\_\_\_

This Agreement is made by the above named Attorney or Litigant and the United States District Court, Western District of Kentucky, pursuant to Local Rule 5.7 of the Joint Local Rules of Civil Practice for the Eastern and Western Districts of Kentucky. It shall become effective upon receipt of this Agreement by the Court.

1. Upon receipt of the Agreement, Attorney or Litigant is authorized to submit Electronic Documents authorized to be filed by the Clerk of Court for filing, in accordance with the provisions of this Agreement, the Electronic Filing Rules, other applicable rules adopted by the Court, and other applicable law.
2. Attorney or litigant understands and acknowledges that the Electronic Filing System requires the use of Digital Signatures and Certificates issued by a Certification Authority or the Court, which

procedures may impose or create new legal obligations on Attorney or litigant and any Attorney clients who may digitally sign electronic Documents submitted for filing. Attorney or litigant and Attorney's clients signing any Electronic Documents submitted for filing with the Court, assume all legal obligations and liabilities that flow from the use of their Digital Signatures, including but not limited to the obligations relating to Private Keys and Certificates, whether imposed by Court Rule, common law, statute, or regulation.

3. Attorney or litigant agrees to comply with the security procedures required by the Electronic Filing Service, and agrees not to send harmful or deleterious matter into the Court's information system.
4. Attorney or litigant agrees that the Court shall not be liable to Attorney or litigant or any other user of the Electronic Filing Service or the Electronic Filing System for damages of any kind resulting from the use of, or inability to use, an Electronic Filing Service or Electronic Filing System.
5. Attorney has read and agrees to comply with the Electronic Filing Rules.

**Attorney or Litigant**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Court Use Only:**

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_